Minutes

Time and Attendance Working Group
December 5-6, 2000
Central Design Facility, Naval Sea Logistics Center, Naval Weapons Station, Yorktown VA.

1   Purpose

The purpose of this meeting was to gather together major claimant representatives and discuss the status of the Standard Labor Data Collection and Distribution Application (SLDCADA). See Appendix A for the agenda.

2   Attendees

See Appendix B.

3   Old Business

N/A

4   New Business

a. **Questions** – General questions that were captured throughout the TAWG meeting are contained in Appendix C.

b. **Slides** – Briefing slides are contained in separate files that were sent along with these minutes:
   5-6 December TAWG Meeting.ppt
   Gap Analysis Methodology.ppt
   SLDCADA Architecture.ppt
   Deployment Status.ppt
   Grant Thornton.ppt
   Firewall.ppt

c. **Welcome** – Todd Kersh welcomed everyone and introduced all the key players involved with the TAWG presentation.

d. **Project History** – Karen Buck reiterated the purpose of implementing SLDCADA Navy-wide. She also stated that Mr. Nemfakos is staying with his original schedule of full implementation by June 2001.

e. **Program Review** – Todd Kersh explained the schedule and status for implementing SLDCADA at the Naval Shipyards, Naval Aviation Depots, and Marine Corps Depots. Bill Hancy described the methodology and explained what has been accomplished to date and next steps.

f. **SLDCADA Program Status** – Frauke Tuthill provided the deployment status of each UIC.

g. **Technical Architecture** – Dr. Lambros Tzerefos explained the back-up system architecture, stress testing, contingency plan, and talked of the Interim Authority to Operate.

h. **SLDCADA SIR Prioritization** – Frauke Tuthill described each of the open SLDCADA software improvement requests (SIR). Each UIC was permitted one vote in prioritizing the SIRs, and they were tallied at the end of the day. The following day, priority one SIRs were discussed further to determine which ones could be accomplished by the February version release. See Appendix D for the SIR prioritization and selection.

i. **Firewall Briefing** – Kevin Jackson provided a briefing on firewalls and security issues. He also discussed the use of data encryption for the Oracle SLDCADA system.

j. **SLDCADA Accreditation** – Personnel from Grant Thorton provided a briefing on their Clean Financial Act Accreditation project. They described a 4-step approach: 1) development of project plan, 2) review federal requirements, 3) identify relevant standards, and 4) develop assessment plan with tools. They stated that the DON senior management would decide on accepting the accreditation package on behalf of the Navy. They plan to complete their accreditation assessment the end of January 2001 and have the report completed in February 2001.

k. **TAWG Configuration Control Board (CCB) Policy and Procedures** – Karen Buck provided members with a draft copy of the TAWG CCB Policy and Procedures. This policy will be effective upon completion of SLDCADA implementation (June, 2001).

l.   **SLDCADA Computer-Based Training Demonstration** – Christina Delaney provided a
demonstration of the SLDCADA CBT program.

5   Action Items

#	Action	POC	Status
1	Provide copies of slides to all members.	Bill Hancy	Open
2	Provide copies of Contingency Plan	Dr. Tzerefos	Open
3	Provide UIC listings to members	Karen Buck	Open

6   Next TAWG: March 2001.

Approved/Disapproved

Karen J. Buck   Frauke K. Tuthill
Time and Attendance Program Manager   SLDCADA Project Manager

Appendix A: Agenda

Department of the Navy
Time and Attendance Working Group (TAWG)
Meeting Agenda - 5-6 December 2000 [Revised]
Place: Yorktown Naval Weapons Station

Tuesday, 5 December 2000

TIME	SUBJECT	PRESENTER
8:00 AM	Welcome, Administrative Remarks	Todd Kersh Frauke Tuthill
8:15 AM	Project History	Karen Buck
9:00 AM	Navy Working Capital Fund, Program Review -- Project Overview -- Project Current Status	Todd Kersh
9:15 AM	(BREAK)	
9:30 AM	--Project Methodology	Bill Hancy
10:30 PM	SLDCADA Program Status --Deployment Status	Frauke Tuthill
11:30 AM	LUNCH	
12:30 PM	SLDCADA Technical Architecture and Security	Lambros Tzerefos
1:00 PM	Open SLDCADA SIRs Prioritization	Frauke Tuthill
2:15 PM	(BREAK)	
2:30 PM	Open SLDCADA SIRs Prioritization (cont)	Frauke Tuthill
3:15 PM	Firewall Briefing	Kevin Jackson
3:45 PM	Closing Remarks	Karen Buck

Wednesday, 6 December 2000

TIME	SUBJECT	PRESENTER
8:00 AM	Administrative Opening Remarks	Todd Kersh
8:15 AM	SLDCADA CFA Independent Accreditation Project Status	Paulette Beckford Anita Evans Jerome Commander
9:15 AM	TAWG Draft CCB Policy & Procedures	Karen Buck
9:45 AM	SLDCADA CBT Demo	Christina Delaney
10:30 AM	(BREAK)	
10:45 AM	Finalize SLDCADA SIRs Prioritization	Frauke Tuthill
11:15 AM	Issues, Discussion	Todd Kersh
11:30 PM	Further Discussions: --NE/SE Deployment --Working Capital Fund – CCB Report --SLDCADA Demonstration --Shipyard/Depot Discussions	Frauke Tuthill Karen Buck Natasha Mungal SiloSmashers
	Adjourn	

Appendix B: Attendance List

SLDCADA TAWG MEETING 5-6 DECEMBER 2000							
Name, MI	**Job Title**	**Major Claimant**	**Activity Location**	**Email Address**	**Phone Number**	**DSN**	**UIC**
Ashburn, Barry	Systems Accountant	CINCLANTFLT	CINCLANTFLT	Ashburnbp@clf.navy.mil	757-836-6931	836	00060
Babs, Altimese	CSR	SHHRO	#2 Navy Annex, Washington, DC	Babs.altimese@hq.navy.mil	703-693-0808	223	
Ballard, Wayne	Systems Administration and Programming Support	NAVFAC	Navy Public Work Center, Norfolk	Wballard@pwcnorva.navy.mil	757-445-1222 x317	564	
Beckford, Paulett	Senior Consultant	Grant Thornton	Vienna, VA	Pbeckford@gt.com	703-847-7679		
Black, Elroy	Fin Mgmt Office, Capt.	HQMC RFL	Washington, DC	Blacked@hqmc.usmc.mil	703-614-2577	224	
Bland, David	Systems Analyst	MCLB	MCLB, Albany, GA	Blandd@matcom.usmc.mil	912-639-6143	567	
Buck, Karen J.		HROC		Buck.karen@hq.navy.mil	202-764-0713		
Burke, Carsietta D.	Supervisor Propriety & Program Management	BUMED	Washington, DC	cdburke@us.med.navy.mil	202-762-3563	762	00018
Campbell, Phil	Consultant	AMS	NAVSEA HQ, Crystal City, VA	Campbellpl@navsea.navy.mil	703-602-1543 x353	332	MC63
Carpenter, Nancy L.	Supervisory Budget Analyst	CNO (N09BF)	Annacostia Annex, DC	Ncarpenter@fsa.navy.mil	202-685-1530	325	
Collins, Kenneth G.	Supervisory Computer Specialist	COMNAVAIRSYSCOM	Depot maintenance Systems Program Office	Collinskg@navair.navy.mil	252-464-8713	451	
Commander, Jerome	Sr Consultant	Grant Thorton	Vienna, VA	Jcommander@gt.com	703-847-6754		
Conner, Martha	Fin. Sys. Analyst Supervisor	NAVSUP	FISC Norfolk, VA	Martha_M_Conner@nor.fisc.navy.mil	703-845-7601 x365		
Daniels, Dwight	Systems Accountant	BUMED	Washington, DC	Dkdaniels@us.med.navy.mil	202-762-3575	762	00018
Easterling, Trina	Personnel Assistant	CNO	200 Navy Pentagon	Easterling.trina@hq.navy.mil	703-695-8784	225	
Evans, Anita	Consultant	Grant Thorton	Vienna, VA	Aevans@gt.com	703-847-7609		
Follet, Mary Jo	Supervisor General Accounting	SPAWAR	San Diego, CA	follett@spawar.navy.mil	619-553-1231	553	
Foote, Marion A.	Financial Analyst	NAVAIR	Patuxent River, MD	Footema@navair.navy.mil	301-995-4000		
Hancy, Bill	Sr Requirements Analyst	SSI	Alexandria, VA	Hancy@strsol.com	443-745-4161		
Harris, Remo	Computer Specialist	NAVFAC	PWC Norfolk, VA	Rharris@pwcnorva.navy.mil	757-444-1222	564	

SLDCADA TAWG MEETING 5-6 DECEMBER 2000							
Name, MI	**Job Title**	**Major Claimant**	**Activity Location**	**Email Address**	**Phone Number**	**DSN**	**UIC**
Harry, Libby	Payroll Coordinator	NAVFAC	LANTDIV	Harryem@efdlant.navfac.navy.mil	757-322-4129	262	62470
Holland, Roy	Accountant	NRL	NRL	Rholland@fmd-fs2.nrl.navy.mil	202-767-6299	297	
Hookailo, Sandy G.	Director, Civilian Manpower	NAVSEA	NAVSEA HQ Arlington, VA	Hookailosg@navsea.navy.mil	703-602-1543	332	
Kelley, Ken	PWC CIO	NAVFAC	Washington, DC	Kelleyk@navfac.navy.mil	202-685-9113	325	
Kersh, Todd	Program Manager	SSI	Alexandria, VA	Tkersh@strols.com	703-845-7601 x309		
Krueger, Richard	PWC Fin. System Manager	NAVFAC	San Diego, CA	Kruegerrl@pwfso.navfac.navy.mil	619-556-3332	526	
McMillion, LaVerne T.	Payroll CSR	NAVSUP	FISC San Diego, CA	Laverne_t_mcmillion@sd.fisc.navy.mil	619-532-2136	522	00244
Muscio, Bob	Computer Specialist	NAVFAC	San Diego	Muscioba@pwfso.navfac.navy.mil	619-556-3341	526	
Porter-Carnahan, Tracy	Consultant	Grant Thorton	Vienna, VA	Tcarnahan@gt.com			
Pritchett, Rick		NSLC DET LANT		Pritchettra@navsea.navy.mil	703-601-4038		
Rutherford, Judith	ACE Team	CINCLANTFLT	CINCLANTFLT HQ Staff	Rutherfordjb@clf.navy.mil	757-836-7771		
Sannicandro, Wanda M.	Comptroller PWC	NAVFAC	PWC, Norfolk, VA		757-445-2811	565	
Schaller, John F.	Network Administrator	HQMC ARI	Washington DC	Schallerjf@hqmc.usmc.mil	703-614-2109	224	
Schalow, Susan	System Analyst	NAVFAC	Naval Air Warfare Center	Schalowsr@navair.navy.mil	407-380-4149	960	
Thirkill, Aldrena	Superv. Management Analyst	NCTC	Washington, DC	Thirkilla@nctc.navy.mil	202-764-2016	764	MC63
Topper, Troy D.	Budget Analyst	NAVAIR	NAS Pax River, MD	Toppertd@navair.navy.mil	301-757-3689		
Tuthill, Frauke K.	Program Manager	NAVSEA	CSSD Yorktown, VA	Tuthillfk@ssg.navy.mil	757-887-4730	953	
Walton, Roger B.	Accounting Syst Analyst	NAVSUP	Mechanicsburg, PA	Roger_b_walton@navsup.navy.mil	717-605-6187	430	00023
Watford, Michelle	Requirements Analyst	SSI	Alexandria, VA	Mwatford@strsol.com	703-845-7601		
Wheeler, David A.	Computer Specialist	NAWCAD	Patuxent River, MD	Wheelerda@navair.navy.mil			
Wilkins, Leah D.	Budget Analyst	NAVFAC	LANTDIV, Norfolk, VA	Wilkinsld@efdlant.navfac.navy.mil	757-322-8144	262	
Wollner, Tziva J.	Financial Syst Analyst	NAVSUP	FISC San Diego, CA	Tziva_j_wollner@sd.fisc.navy.mil	691-532-3264	522	00244

Appendix C: General Questions

Below are questions and answers raised during the TAWG meeting.

° **Why did the depots meet together and not separately?**
It was decided that the NAVAIR and Marine Corps Depots' processes were relatively similar and could be discussed in joint sessions.

° **What is QFD?**
Quality Functional Deployment. It is the methodology chosen by SiloSmashers to perform the gap analyses between all the systems.

° **Are Plan of Action and Milestones (POAM) being developed?**
Yes they are.

° **Is a stress test being performed? If so, for how many?**
A stress test is being set up now. It will test up to 500 users at one time and can be extrapolated out to simulate up to 17,000 users.

° **Will people using Sybase continue to pay maintenance fees?**
Sybase users will have to continue paying maintenance fees through FY2001.

° **Will ad hoc capability be available on the web version of SLDCADA?**
Yes, once that component gets added to Oracle.

° **What is the expected release date of the web version?**
Mid January, but it will depend on the results of the stress test.

° **Will the stress/load test on hardware be tested on the application side as well?**
Yes, it is all in the same test.

° **Can SLDCADA be used on Internet Explorer and Netscape?**
Yes, it is able to run on both web browsers.

° **Will DCPS releases coincide with SLDCADA's releases?**
Initially, no, but we will work on coordinating future releases.

° **Are waivers being accepted to not use SLDCADA?**
SPAWARS has one for an interface to be build for SLDCADA.

° **Will the accreditation plan include issues such as the Privacy Act?**
Yes, the plan will cover issues included in the Computer Security Improvement Act.

° **Lessons Learned:**
   - Get policies in line for T&A before implementation (leave and time-keeping especially)
   - Consider how to service self in-putters (sight impaired, wheel-chaired, hearing impaired, etc.)
   - Use effective marketing strategies for Navy employees and union members

Appendix D: SLDCADA Software Improvement Requests

The following Software Improvement Requests (SIR) were selected as priority ones by the TAWG:

00003	Display two week total number of hours on week 2 for biweekly sites
00019	Add supervisor's name to the supervisor assignment drop down.
00050	Allow certification for an entire shop.
00129	Add an Overtime Authorization Audit table.
00131	Allow prior pay adjustments to work in the field (i.e., certify prior pay).
00152	Allow processing of platoon rotating work schedules.
00165	Provide employee-change report similar to current employee-add and employee-delete reports.
00167	Automatically build screens based on the PC current resolution setting.
00404	Add functionality to support the administrative process of authorizing overtime.

The following SIR's were approved by the TAWG to be included in the February release:

00003	Display two week total number of hours on week 2 for biweekly sites
00019	Add supervisor's name to the supervisor assignment drop down.
00129	Add an Overtime Authorization Audit table.